

## **WFNP Radio CONSTITUTION [Fall 2018] ARTICLE I: NAME WFNP Radio**

ARTICLE II: PURPOSE WFNP is an educationally affiliated, non-commercial station, striving to serve the community's best interest. It is the mission of WFNP to provide the students of SUNY New Paltz with a means of training and experience in radio broadcasting and management as well as to provide innovative, cutting-edge music, news, and talk programming to the campus community, the entire Hudson Valley, and beyond via web stream and locally on 88.7 FM.

### **ARTICLE III- MEMBERSHIP**

Section A. Membership must be open to all students currently enrolled at SUNY New Paltz. "Policies, regulations, and practices do not restrict membership on the basis of race, creed, natural origin, age, disability, sexual orientation, gender identity, and marital status. The organization must remain in accordance with the SUNY Board of Trustee Guidelines and Student Association Constitution

Section B. "All student members must maintain a 2.0 GPA and good standing according to the SUNY New Paltz Student Code of Conduct."

Section C. Specific Qualifications Unique to Organization. No specific technical skills are necessary to become a member of WFNP, we will train all members. We are looking for students that want to get involved with news, music, production, promotions, or radio in general.

Section D. Voting Members All members of the executive board are permitted to vote in any group decision.

ARTICLE IV- MEETINGS Section A. General frequency. Executive Board members must attend a weekly executive board meeting. General members are asked to attend a few general station meetings each semester.

Section B. Quorum 5 executive board members must be present in order to reach quorum.

### **ARTICLE V- EXECUTIVE BOARD**

Section A. Positions and Duties

#### **● Station Manager**

○ The primary function of the Station Manager at WFNP is to oversee the general operation of the radio station. The Station Manager meets regularly with executive board members and advisors, keeping everyone up to date with any issues with the station and ensuring everyone is following protocol. The Station Manager must stay on top of the functions of the various areas of WFNP's operation (programming, news, engineering, traffic, production), as each area of the station greatly impacts the others. The Station Manager works closely with WFNP advisors to make sure that all FCC procedures are being followed, and that the station is in good standing across the board.

### ● FM Programming

○ The primary functions of the Programming Director are scheduling, on-air performance, and keeping the on-air staff up to date with current information about the station. The Programming Director needs to be readily available to assist DJs with questions about studio operations, help DJs find coverage if they need to miss a show, and keep the on-air staff in the loop with any important changes about the general operation of the station. Constant communication with all WFNP staff and executive board members as an essential part of the Programming Director's role. The Programming Director shares responsibilities with the Assistant Programming Director, and focuses more on the FM operations, while the APD works with the daytime stream DJ staff.

### ● Assistant Programming

○ The primary functions of the Assistant Programming Director are scheduling, on-air performance, and keeping the daytime webstream DJs track. The Assistant Programming Director supports the Programming Director's efforts in studio operations, DJ training, scheduling and show coverage, and keeping the on-air staff in the loop with any important changes about the general operation of the station. In the event that the Programming Director cannot fulfill their role, the Assistant Programming Director will be asked to step in.

### ● Student Engineer

○ The primary function of the Student Engineer is to ensure the smooth broadcast of all news and talk shows on WFNP and overall technical support to DJ staff and executive board. The Student Engineer is responsible for running the FM sound board for nightly newscasts and talk shows. The Student Engineer works closely with the News Director, Programming Director and Assistant Director of the Media Center in their role, and ensures the FM studio is operational at all times.

### ● News Director

○ The primary functions of the News Director are the oversight and smooth operation of the news department at WFNP. The News Director is responsible for assembling a team of reporters/readers to cover stories during the weekday newscast from 7pm-7:30pm. In advance of each newscast, the News Director will gather stories from the Associated Press, compiling coverage of events and stories that mimics a nightly newscast. The News Director works hand in hand with the Local News Director who is responsible for local coverage, traffic and weather.

### ● Local News

○ The primary function of the Local News Director is to work with the News Director to develop local news stories. The Local News Director contributes to helping News run smoothly and assists with coaching the news readers.

### ● Music Director

○ The primary function of the Music Director is to create and maintain a diverse database of music for the use of WFNP DJs. The Music Director reviews submissions from a variety of record labels to increase the music rotation available to staff. The Music Director is also responsible for providing comprehensive album reviews that get posted to the WFNP website and social media accounts. The Music Director works to solicit feedback from DJs about new music that they would like to have available for play on

WFNP.

● Production Director

○ The primary function of the Production Director is to maintain an up to date rotation of Public Service Announcements, promotions, and station identification elements. The Production Director works with WFNP board members and SUNY New Paltz campus community members to highlight campus events, clubs and organizations, and provide listeners with a fresh sound when it comes to pre-produced promotions.

● Traffic/Secretary

○ The primary function of the Secretary/Traffic Manager is to organize all administrative paperwork and information for the radio station. The Secretary/Traffic Manager collaborates with other WFNP Directors and campus clubs and organizations, keeping the SUNY New Paltz community in the loop with regard to WFNP events while also bringing campus events to the board to promote. The Traffic Manager aspect of the role is responsible for scheduling Public Service Announcements and tracking what is played for the WFNP Public File Records. The Secretary responsibilities focus on maintaining updated records, creating bulletin boards and advertising, and the upkeep of WFNP social media accounts and website.

Responsibilities of Executive Board Directors

● All Directors are required to attend Executive Board meetings. In case of a class conflict, said requirement will be passed to the Assistants. If neither is possible, then arrangements shall be made with the Station Manager for a weekly department meeting. There will be an allowance of one missed meeting per month.

● Directors are responsible for communicating with and supporting other departments within WFNP.

● All Directors should have a working knowledge of WFNP facilities, equipment and cross-department responsibilities.

● Directors should conduct themselves in a professional and respectable manner, remembering they are a representation of WFNP, The Center for Student Media, and SUNY New Paltz.

● All Directors should maintain regular contact with the professional staff of The Center for Student Media.

● Directors are required to maintain 3 office hours per week in the WFNP office.

Section B. Qualifications. Desire to contribute to the growth and success of WFNP, specific position qualifications outlined in Section A.

Section C. Vacancies. Open positions must be announced to the station in a timely manner. In house promotions by the Station Manager are permitted. Applicants must hand in a resume on a due date set by the Station Manager and Advisor to be considered for a position, and then complete an interview process.

Section D. Length of Terms Executive board positions are appointed yearly, with right to return to position for the following academic year pending successful completion of job responsibilities and duties. Manager and advisor have the right to require a re-interview process for those intending to return to their position

## **ARTICLE VI- ELECTIONS**

Section A. When They Are Held. Fall E-board appointments will take place in mid-November (if necessary), and in mid-April for the Spring. Open positions must be announced to the station in a timely manner – if vacant positions are known at the beginning of a semester, they should be announced at the first full station meeting or General Interest meeting.

Section B. Procedures and Process. In-house promotions (i.e. Assistant to Director) by the Station Manager are permitted, but must be discussed and agreed upon with the appropriate Professional Staff member(s). Applicants must hand in a resume and cover letter on a due date set by the Station Manager

and Advisor prior to being considered

for a position. Applicants can hand in resumes for as many positions as they choose. Any applicant unfamiliar with the position they are running for must meet with the appropriate Director or the Station Manager to find out what the position entails. The current Station Manager will moderate the application process along with the appropriate Director(s) & Professional Staff member(s). Moderation includes all appropriate communications with potential applicants.

Section C. Voting Eligibility. The Station Manager and advisor will come to a decision whether they are eligible for the position for not (members do not vote on positions, the Center for Student Media does an interview and selection based process).

#### **ARTICLE VII- IMPEACHMENT/REMOVAL OF OFFICERS**

Section A. Grounds for Impeachment. Neglect of duty, a major violation or violations of the station by-laws or policies, willful or repeated failure to applicable FCC regulations, SUNY Board of Trustees regulations, or Student Association regulations, misrepresentation of the station.

Section B. “Any member of the organization has the power to initiate impeachment proceedings.”

Section C. Procedure and Process. Impeachment/Removal of an executive board member will be determined and conducted by the Station Manager and faculty advisor.

#### **ARTICLE VIII- AMENDMENTS**

Section A. Procedures The Station Manager and faculty advisor can make changes to amendments if see fit.

Section B. “The proposed amendment is then ratified after it is given approval by the Office of Student Activities and Union Services.”

ARTICLE IX – ADVISOR(S) Section A. Selection Process or Determined by. The Professional Staff of the Center for Student Media will serve as advisors to WFNP radio Specifically, the Director of the Center for Student Media, Valerie Tremblay, serves as the primary advisor for WFNP.

Section B. Roles and Responsibilities. The advisor(s) provide support to WFNP, meet regularly with executive board members, participate in recruitment and selection of executive board, attend station meetings, and manage the budget. The advisor(s) assist with technological procedures, equipment upgrades and purchases, and ensure University/FCC policies and regulations are followed at all times.

#### **ARTICLE X- CONFLICT RESOLUTION**

Section A. Procedure and Process \*If conflict is between the co president or vice president and president, the Council Chair mediates. \*Personal conflicts should not be intermingled with club business. \*The Council Chair, as well as all the members of the organization, should be notified of any and all changes within 48 hours. Failure to notify the Council Chair within the time frame will declare the

amendments null and void, reverting back to the last constitution on file. All changes must be submitted to the Council Chair and kept on file in the organization's records. In the case of WFNP, the Professional Staff of the Center for Student Media will intervene when necessary with regard to conflicts within the organization.